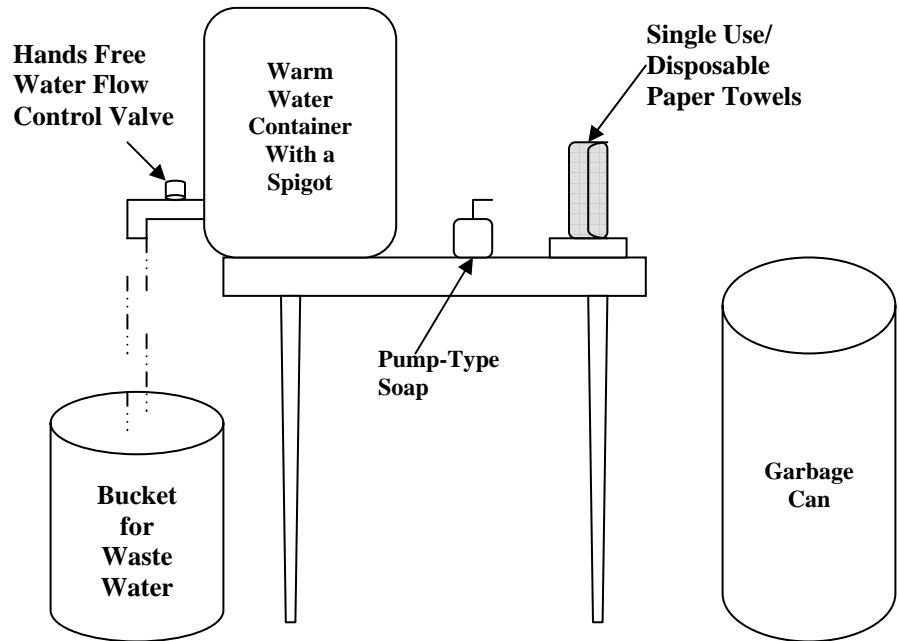


## **TEMPORARY FOOD PERMIT APPLICATION INSTRUCTION SHEET**

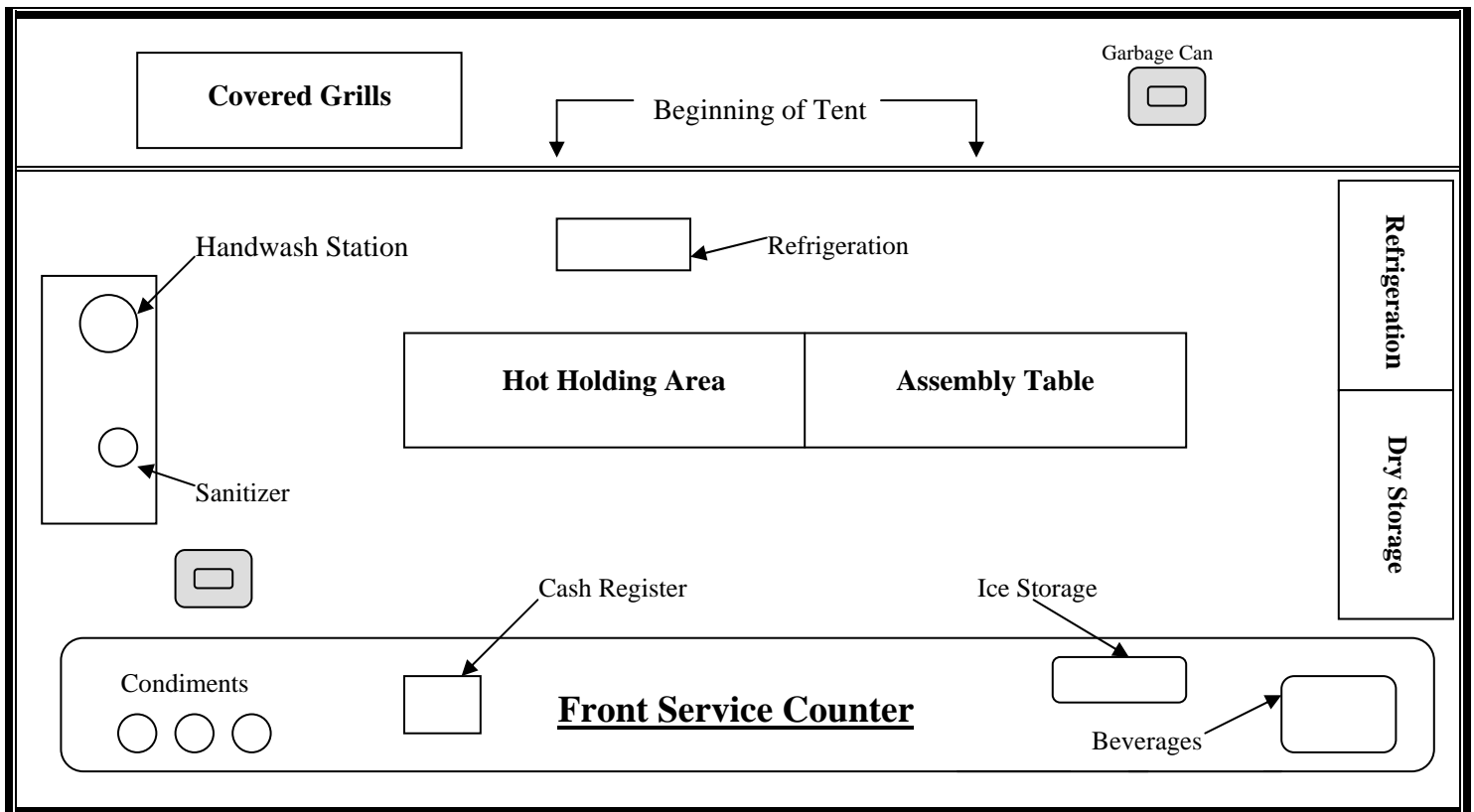
- A. Application must be received at least 5 working days prior to the temporary event.
- B. Application must be read thoroughly and filled out completely or it will not be processed.
- C. The fee for a McLean County Temporary Food Permit is **\$35.00**. However, units of government and bona fide religious, charitable, labor, fraternal, educational, veterans, political, civic and other organizations that operate without profit to the individual members are exempt from paying the permit fee. If your business or organization is exempt from paying a permit fee, check “yes” on #4 of the Temporary Food Permit Application and state in the space provided the reason for exemption. All other organizations are required to pay the above stated permit fee.
- D. Name and phone number of the person supervising the temporary food facility must be included with the application. **This person must be present at the temporary food event/booth at the time of operation. It is very important that a telephone number is included where this representative can be reached or contacted between 8:00 a.m. and 4:30 p.m., Monday – Friday.** Upon receipt of the Temporary Food Permit Application, a representative of the McLean County Health Department will contact the individual listed on #5 of the application.
- E. Each point on the Temporary Food Checklist, beginning on the bottom of page 2, must be read thoroughly. Please initial on the line provided to the right of each statement after it is read and understood. A representative from McLean County Health Department will discuss these points with you prior to the temporary food event.
- F. Included on the back of this instruction sheet is an example of a temporary handwashing set-up and a temporary food booth layout. The booth layout example is intended only as a guide when setting up or designing your booth.
- G. All requirements must be met prior to the issuance of the temporary food permit. Failure to comply with the McLean County Revised Code, Chapter 26 Food Service and the Illinois Department of Public Health Food Code will result in the suspension or revocation of the temporary food permit.

## TEMPORARY HANDWASHING DIAGRAM

A temporary handwashing station is required at all permitted temporary food facilities. This must be set up **prior** to any food preparation. Provide a container with a spigot that allows hands-free flowing water, a waste water bucket, a pump-type soap dispenser, single use/disposable paper towels, and a garbage can for disposable paper towels. All food workers must wash their hands when they return to the concession stand/booth and after using the restroom, after eating, smoking, or handling unclean items.



## EXAMPLE BOOTH LAYOUT



# APPLICATION FOR A SINGLE EVENT TEMPORARY MCLEAN COUNTY FOOD PERMIT

<b>McLean County Health Department</b> <b>200 W. Front, Room 204</b> <b>Bloomington, IL 61701</b> <b>Ph.: (309) 888-5482</b> <b>Fax: (309) 888-5506</b> <b>Website: www.mclean.gov</b>	<b>For Office Use Only</b>  <b>App. Approved</b> _____ <b>Permit #</b> _____ <b>J-1 Fee Req'd</b> _____ <b>J-2 Fee Exempt</b> _____ <b>Permit To Be Delivered</b> _____ <b>Picked Up</b> _____ <b>Mailed</b> _____
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## **APPLICATION MUST BE RECEIVED AT LEAST 5 WORKING DAYS PRIOR TO EVENT**

1. Name of Business/Organization: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
2. Name of Special Event or Celebration: \_\_\_\_\_  
  
Location of Temporary Food Service: \_\_\_\_\_  
  
Date(s) of Temporary Food Service: \_\_\_\_\_  
  
Time(s) of Temporary Food Service: \_\_\_\_\_  
  
Time Temporary Food Service will be set up and ready for operation: \_\_\_\_\_
3. Please indicate the type of operation for your temporary foodservice facility (check one):  
  
☐ Indoor      ☐ Outdoor      ☐ Mobile Food Trailer
4. The fee for a McLean County Temporary Food Permit is **\$35.00**. Is your business or organization exempt from paying a permit fee?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
  
If you answered yes, why is your business or organization exempt? \_\_\_\_\_  
  
**If you answered no, please enclose the permit fee (\$35.00) with this application. Do not mail cash. Make the check or money order payable to the McLean County Health Department.**
5. **The representative listed in this section must be an individual who will be in charge or will be supervising this temporary food facility.** If permit is to be mailed, it will go to the address given below.  
  
Name of Representative Supervising Temporary Food Service: \_\_\_\_\_  
  
Mailing Address: \_\_\_\_\_  
  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
  
Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

6. Please complete the table below.

All Food Items	Food Source	Location Where Food will be Prepared	Date and Time of Food Preparation
<i>Example:</i> Hamburgers	Michelle's Market	On site	5/2/02 11:00 a.m.

### Temporary Food Checklist

**\*\* Please read the following and initial on the line provided to the right of each statement below.**

**\*\*Initials**

- ☐ Food and ice must be obtained from an approved source. Receipts may be required. All food must be prepared on site or in an approved kitchen. Home prepared food will not be allowed for service with the exception of non-potentially hazardous baked goods prepared at home with prior authorization from the McLean County Health Department. Meat and poultry products must be USDA or IDA inspected with proper labeling provided. Proper scoops must be used for dispensing ice. \_\_\_\_\_
- ☐ Adequate cold holding equipment must be provided to maintain potentially hazardous cold foods at 41°F or below. Mechanical refrigeration must be provided for temporary food events lasting 2 days or longer. Mechanical refrigeration is strongly recommended for all temporary food events. \_\_\_\_\_
- ☐ Adequate hot holding equipment (electric or gas) must be provided to maintain potentially hazardous hot foods at 140°F or above. Sternos and similar units are not approved. \_\_\_\_\_

**\*\*Initials**

- ☐ Proper cold and hot holding temperatures must be maintained during transportation. \_\_\_\_\_
- ☐ A metal-stemmed thermometer must be provided (glass is not acceptable) ranging from 0°F-220°F for monitoring internal cooking and holding temperatures. Thermometers must be accurate to +/- 2°F. \_\_\_\_\_
- ☐ Handwashing facilities must be provided including a hands-free flowing type container with a spout, warm water, liquid soap, single use/disposable paper towels, and a container for catching waste water. Avoid direct hand contact with ready-to-eat foods by providing gloves, tongs, deli tissue, etc. \_\_\_\_\_
- ☐ An approved water source must be provided. Food grade hoses are required and devices (i.e. vacuum breakers) must be provided to prevent back flow and back siphonage when a connection to a water supply is needed. \_\_\_\_\_
- ☐ Dishwashing facilities may be required such as a 3 basin set up to wash, rinse, and sanitize equipment and utensils. Sanitizer concentration must be 50ppm chlorine or equivalent (approximately 1 tablespoon or capful of bleach per gallon of water). \_\_\_\_\_
- ☐ Wiping cloth bucket must be provided with 100ppm chlorine concentration or equivalent to sanitize all food contact surfaces. Test strips are the only way to accurately determine sanitizer concentration. \_\_\_\_\_
- ☐ All liquid wastewater must be disposed of into public sewers or in a manner approved by the Board of Health. Adequate waste receptacles must be provided. \_\_\_\_\_
- ☐ All temporary food stands must provide an overhead cover to protect the interior of the stand from the weather. Covers must be provided over all cooking equipment. A physical separation between food preparation and customers must be provided, such as a sneeze guard. \_\_\_\_\_
- ☐ Effective hair restraints must be provided and used by all employees (i.e. hats, hairnets, etc.). Only single-service utensils shall be used (forks, knives, spoons, cups, and plates) and shall be stored and dispensed in a way to prevent contamination. \_\_\_\_\_
- ☐ Condiments (i.e. sugar, sauces, etc.) must be dispensed from approved, covered containers or single-service packets (i.e. pump dispenser, "squeeze" type bottle, containers with self closing lids, etc.). \_\_\_\_\_

I certify that I have reviewed this permit application and completed it to the best of my knowledge. I agree to be onsite at the time of the event and will comply with all the rules and regulations of the McLean County Revised Code, Chapter 26 Food Service and the Illinois Department of Public Health Food Code.

\_\_\_\_\_  
Signature of Representative Submitting Application

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Permit Fee Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Receipt: # \_\_\_\_\_

Permit Fee Received By: \_\_\_\_\_

\_\_\_\_\_  
Name of Representative Sanitarian Contacted

\_\_\_\_\_  
Date of Contact

\_\_\_\_\_  
Signature of Sanitarian

Application Approved: Yes ☐ No ☐

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_